

AP Coordinators and Proctors:

Update: Managing the Exam Break

In the *2020-21 AP Exam Instructions*, you'll see information about the standard 10-minute break between Sections I and II of the paper-and-pencil AP Exams.

This year, local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at the same time. In such cases, you may elect to double the time of the scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion.

As per standard AP policy, the break must be monitored. Please note that the decision to lengthen the break is optional, does not need to be applied to every testing room uniformly, and is not required to administer AP Exams. If your school chooses to provide a longer break, you're not required to use all the additional time.

AP European, United States, and World History Exams

	European History	U.S. History	World History: Modern
Administration 1 Exam Date:	Friday afternoon, May 7, 2021	Thursday morning, May 6, 2021	Monday morning, May 10, 2021
Section I	Total Time: 1 hour and 35 minutes Percent of Total Score: 60%	Part A: Multiple-Choice Questions Number of Questions: 55	Time: 55 minutes Writing Instrument: Pencil required
		Part B: Short-Answer Questions Number of Questions: 3 <i>Questions 1 and 2: Mandatory</i> <i>Question 3 or 4: Choose one question</i>	Time: 40 minutes Writing Instrument: Pen with black or dark blue ink
Section II	Total Time: 1 hour and 40 minutes Number of Questions: 1 Document-based question and 1 long essay Percent of Total Score: 40% Writing Instrument: Pen with black or dark blue ink	Document-Based Question (DBQ) <i>(15-minute reading period; 45-minute writing period)</i> <i>Question 1: Mandatory</i>	
		Long Essay Question <i>(40-minute writing period)</i> <i>Question 2, 3, or 4: Choose one question</i>	

Before Distributing Exams: Check that the title on all exam covers is for the exam you're about to administer—*European History, United States History, or World History: Modern*. If there are any exam booklets with a different title, contact the AP coordinator immediately.

What Proctors Need to Bring to This Exam

- Exam packets
- Answer sheets
- Short-Answer Response Booklet Return Envelope(s)
- The personalized AP ID label sheet for each student taking the exam
- Part 2** of the *2020-21 AP Coordinator's Manual*
- This book—*2020-21 AP Exam Instructions*
- AP Exam Seating Chart template
- Pencil sharpener
- Container for students' electronic devices (if needed)
- Extra No. 2 pencils with erasers
- Extra pens with black or dark blue ink
- Lined paper
- Stapler
- Watch
- Signs for the door to the testing room
 - “Exam in Progress”
 - “Phones of any kind are prohibited during the exam administration, including breaks”

There is a single proctor script to be used for AP European History, United States History, and World History: Modern Exams. The administration and proctor script is the same for these three exams.

Seating Policy for AP United States History Exam Only*

NEW The seating criteria listed below for the AP United States History Exam are the minimum distance requirements to maintain exam security. However, as with the standard seating policy, you may need to defer to local or state requirements regarding social distancing when seating students this year.

Review the table below, and see page 11 in this *AP Exam Instructions* book (or “Seating Policy for Calculus and U.S. History Exams” in **Part 2** of the *2020-21 AP Coordinator’s Manual*) for details about the seating policy for the AP United States History Exam.

Testing Window	Exams Administered at Schools in the United States and parts of Canada**	Exams Administered at Schools in All Other Locations
Administration 1 U.S. History Exams	Students must be seated no less than 4 feet apart.	Students must be seated no less than 5 feet apart.

* The information above applies only to the AP United States History Exam. Students taking AP European History or AP World History: Modern Exams must be seated no less than 5 feet apart.

** In Canada, applies only to schools in Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Ontario, Quebec, Saskatchewan, and Yukon.

SECTION I: Multiple Choice and Short Answer

› **Do not begin the exam instructions below until you have completed the General Instructions.**

Make sure you administer the correct exam on the scheduled date and begin the exam at the designated time. Remember, you must complete a seating chart for this exam. See pages 273–274 for a seating chart template and instructions. See “Seating Policy” in **Part 2** of the *2020-21 AP Coordinator’s Manual* for exam seating requirements.

European History

When you are ready to begin, say:

It is Friday afternoon, May 7, and you will be taking the AP European History Exam. Look at your exam packet and confirm that the exam title is “AP European History.” Raise your hand if your exam packet contains any other exam title and I will help you.

United States History

When you are ready to begin, say:

It is Thursday morning, May 6, and you will be taking the AP United States History Exam. Look at your exam packet and confirm that the exam title is “AP United States History.” Raise your hand if your exam packet contains any other exam title and I will help you.

World History: Modern

When you are ready to begin, say:

It is Monday morning, May 10, and you will be taking the AP World History: Modern Exam. Look at your exam packet and confirm that the exam title is “AP World History: Modern.” Raise your hand if your exam packet contains any other exam title and I will help you.

Once you confirm that all students have the correct exam, say:

In a moment, you will open the exam packet. By opening this packet, you agree to all of the AP Program’s policies and procedures referenced in the AP Exam Terms and Conditions.

You may now remove the shrinkwrap from the outside only of your exam packet and take out the two Section I booklets. One is labeled Section I: Multiple Choice and Short Answer, and the other is labeled Section I, Part B: Short-Answer Response Booklet.

Do not remove the shrinkwrap from the Section II materials; **do not** open any booklets until I tell you to do so.

Place the short-answer response booklet with the shaded block of important identification information and the seals on top of the shrinkwrapped Section II booklets, and set these aside on your desk.

You should now refer only to the Multiple Choice and Short Answer booklet and your multiple-choice answer sheet. . . .

Carefully remove one of the AP Exam labels found near the top left of your Multiple Choice and Short Answer booklet cover. Place the label on the front of your multiple-choice answer sheet on the light blue box near the bottom that reads “AP Exam Label.”

If students accidentally place the exam label in the space for the AP ID label or vice versa, advise them to leave the labels in place. They should not try to remove the label; their exam can still be processed correctly.

Now turn over your answer sheet to the side marked page 2 and look at Item I at the top of the page. Print the name of this exam, the exam form, and the form code.

The exam form and the form code are located on the front cover of the Section I booklet in the lower right corner; ignore the large number under these two items—it is not part of the form or form code.

Look up when you have finished Item I. . . .

When students have completed Item I, say:

Listen carefully to all my instructions. I will give you time to complete each step. Please look up after completing each step. Raise your hand if you have any questions.

Give students enough time to complete each step. Don’t move on until all students are ready.

Read the statements on the front cover of the exam booklet. . . .

Sign your name and write today’s date. . . .

Now print your full legal name where indicated. . . .

Does anyone have any questions? . . .

Now turn to the back cover of your exam booklet and read it completely. . . .

Give students a few minutes to read the entire back cover.

Are there any questions? . . .

There are two parts to Section I of this exam. Part A is multiple choice and Part B is short answer.

You will begin with the multiple-choice part of the exam. You may never discuss the multiple-choice exam content at any time in any form with anyone, including your teacher and other students. If you disclose the multiple-choice exam content through any means, your AP Exam score will be canceled.

You must complete the answer sheet using a No. 2 pencil only. Mark one response per question. The answer sheet has circles marked A–E for each question. For this exam, you will use only the circles marked A–D on the answer sheet. Completely fill in the circles. If you need to erase, do so completely. No credit will be given for anything written in the exam booklet. Scratch paper is not allowed, but you may use the margins or any blank space in the Multiple Choice and Short Answer booklet for scratch work.

Your score on the multiple-choice section will be based solely on the number of questions answered correctly.

Are there any questions? . . .

You have 55 minutes for Part A. If you finish before time is called, you may check your work, but do not go on to Part B until I tell you to do so. Your answer sheets will be collected at the end of the 55 minutes. Once final time is called for Part A, stop working immediately.

Open your Multiple Choice and Short Answer booklet and begin Part A, multiple-choice.



Note Start Time _____ . Note Stop Time _____ .

Proctors should circulate throughout the testing room to check that students are marking their answers in pencil on their multiple-choice answer sheets, that they are not looking ahead to Part B, and that they have not opened their shrinkwrapped Section II booklets. Proctors should stop any students who begin reading the Part B short-answer questions or begin writing in the Part B: Short-Answer Response Booklet (this booklet should remain on top of the Section II shrinkwrapped packet). These students should be redirected back to the multiple-choice questions. If students complete the multiple-choice questions early they may recheck their work on Part A or sit quietly until you give the next instruction.

Also make sure students have placed their AP ID label sheets under their chairs.

After 45 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working. Close your exam booklet and put your multiple-choice answer sheet faceup on your desk. Make sure your AP ID label and AP Exam label are on your answer sheet.

Sit quietly while I collect your answer sheets. Do not reopen the exam booklet until you are told to do so.

Collect a multiple-choice answer sheet from each student. Check that each answer sheet has an AP ID label and an AP Exam label.

After all multiple-choice answer sheets have been collected, say:

Now put all pencils aside. For this part of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen with black or dark blue ink?

Get your AP ID label sheet from under your chair, and get the Section I: Part B, Short-Answer Response Booklet that you set aside earlier. Leave the seals and the shrinkwrapped Section II packet to the side. . . .

You should now have in front of you:

- **your AP ID label sheet,**
- **the Section I: Multiple Choice and Short Answer booklet, and**
- **the Section I: Part B, Short-Answer Response Booklet. This booklet is where you'll write your short-answer responses.**

For this part of the exam you need to answer 3 questions—Questions 1 and 2 are mandatory, then you must choose between answering Question 3 or Question 4.

Look at the cover of the Part B: Short-Answer Response Booklet. Carefully remove the remaining AP Exam label found near the top left of your Multiple Choice and Short Answer booklet cover and place it on the shaded box marked "AP Exam Label" at the top of your Part B: Short-Answer Response Booklet.

Now take an AP ID label from your label sheet and place it on the shaded box marked "AP ID Label" at the bottom of your short-answer response booklet. If you don't have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

If students accidentally place the exam label in the space for the AP ID label or vice versa, advise them to leave the labels in place. They should not try to remove the labels; their exam can still be processed correctly.

Now complete Items 1 through 3 under "Important Identification Information." For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1 through 3.

Read Item 4. . . .

Write today's date in Item 5—include month, day, and year.

Now read the bulleted instructions under "As you complete this short-answer response booklet." . . .

Please place your AP ID label sheet back under your chair for now. . . .

The short-answer response booklet has pages labeled Q1, Q2, and Q3 or Q4 that correspond to the short-answer questions you will answer. Are there any questions? . . .

The short-answer questions are in Part B of the Multiple Choice and Short Answer booklet. Read the questions carefully. Each response should be brief and is expected to fit within the designated page. Longer responses will not necessarily receive higher scores than shorter ones that accomplish all the tasks set by the question. Do not skip lines.

Remember—Questions 1 and 2 are mandatory, and you should choose to answer either Question 3 or Question 4. On the last page of your short-answer response booklet, fill in the circle at the top of the page that corresponds to the question

you choose to answer—Question 3 or Question 4. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

You may make notes in the Multiple Choice and Short Answer booklet, but no credit will be given for any work written in that booklet. You must write your response to each question on the correct designated page of the short-answer response booklet.

You have 40 minutes for this part. Once final time is called for Part B, stop working immediately. Are there any questions before we begin? . . .

Turn to Part B in the exam booklet and make sure you have the short-answer response booklet turned to page Q1. You may now begin.



Note Start Time _____ . **Note Stop Time** _____ .

Check that students are writing their answers in their short-answer response booklet on the lined pages designated for the questions. The booklet is designed to provide sufficient space for responses. However, if a student requires additional space to complete responses, provide lined paper. Instruct those students to write only their AP ID, the exam title and section (Section I, Part B), and the number of the question they are working on, at the top of each extra sheet of paper they use. They must not write their name.

The shrinkwrapped Section II materials should still be on the side and unopened.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Check that you filled in the circle to indicate whether you answered Question 3 or Question 4 on the last page of the short-answer response booklet.

If any students used extra paper for a question in the short-answer part, have those students staple the extra sheet(s) to the page corresponding to that specific question in their short-answer response booklets. Complete an Incident Report after the exam and return these short-answer response booklets with the extra sheets attached in the Incident Report return envelope (see page 270).

Then say:

I will now collect the short-answer response booklet.

Collect a short-answer response booklet from each student. Check for the following:

- Short-answer response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the “Important Identification Information” area.

Note: If any student placed the labels in the wrong boxes, it’s OK. Don’t try to remove the labels, because this could damage the booklets or the labels. The student’s exam materials can still be processed as long as both labels are on the booklet.

- Short-answer response booklet page “Q3 or Q4”: The student filled in the circle indicating whether they answered question 3 or question 4.

Keep these short-answer response booklets separate from the multiple-choice answer sheets and other exam materials. Before leaving the testing room, insert all of the short-answer response booklets into the yellow short-answer response booklet return envelope(s). Reminder: if any students used extra sheets of paper, those short-answer response booklets must be returned in the Incident Report return envelope.

Say:

Now you must seal your Multiple Choice and Short Answer booklet using the white seals you set aside earlier. Affix one white seal to each area of your booklet cover marked "PLACE SEAL HERE." Fold each seal over the back cover.

When you have finished, place the booklet faceup on your desk. I will now collect your Section I booklet. . . .

Collect a Section I booklet from each student. Check that all booklets are sealed, and that students have signed the front cover of the booklets.

There is a 10-minute break between Sections I and II.

When all Section I materials have been collected and accounted for and you are ready for the break, say:

Please listen carefully to these instructions before we take a 10-minute break. Get your AP ID label sheet from under your chair and put it on your desk. You must leave your shrinkwrapped Section II packet and your AP ID label sheet on your desk during the break. All items you placed under your chair at the beginning of this exam must stay there. You are not permitted to open or access them in any way. You are not allowed to consult teachers, other students, notes, textbooks, or any other resources during the break. You may not make phone calls, send text messages, check email, use a social networking site, or access any electronic or communication device. You may not leave the designated break area.

Remember, you may never discuss or share the multiple-choice exam content with anyone. Never discuss or share the short-answer exam content unless it's released on the College Board website in about two days. If you disclose unreleased exam content through any means, your AP Exam score will be canceled.

Are there any questions? . . .



You may begin your break. Testing will resume at _____ .

Make sure students understand where the designated break area is.

IMPORTANT: Both the exam room and students in the designated break area must be monitored.

At the start of the break, walk around the room to ensure all Section II books are accounted for on students' desks. Immediately contact the Office of Testing Integrity (OTI) if any book is missing. Testing must not resume until the book is located or OTI is contacted. (See contact information for OTI on the inside front cover.)

SECTION II: Free Response

After the break, say:

May I have everyone’s attention? Please look at your AP ID label sheet and double-check that your name is printed at the top to ensure you’ve returned to the correct seat. . . .

Confirm that students have their AP ID label sheet, then say:

For this section of the exam you will use a pen with black or dark blue ink to write your responses. Does everyone have a pen? . . .

You may now remove the shrinkwrap from the Section II packet, but do not open any booklets until you are told to do so. . . .

You should now have in front of you:

- your AP ID label sheet,
- the orange Section II: Free Response, Questions and Documents booklet, and
- the Section II: Free Response booklet with a shaded block of important identification information on the front cover. This booklet is where you’ll write your responses.

First, look at the front cover of the orange Questions and Documents booklet. Read the bulleted statements. Look up when you have finished. . . .

Read the last statement. . . .

Print the first, middle, and last initials of your legal name in the boxes and print today’s date where indicated. This constitutes your signature and your agreement to the statements on the front cover. . . .

Now look at the front cover of the Section II: Free Response booklet, and complete Items 1 through 3 under “Important Identification Information.” For Item 3, your school code is printed at the top right of your AP ID label sheet. . . .

Give students time to complete Items 1–3.

Read Item 4. . . .

Write today’s date in Item 5—include month, day, and year.

Now read the bulleted items under “As you complete this Free Response booklet.” . . .

Are there any questions? . . .

Now carefully remove the AP Exam label from the top left of your orange Questions and Documents booklet and place it in the shaded box on the top left of your Free Response booklet. . . .

Now take an AP ID label from your label sheet and place it on the shaded box marked “AP ID Label” at the bottom of your free-response booklet. If you don’t have any AP ID labels, write your AP ID in the box. Look up when you have finished. . . .

If students accidentally place the exam label in the space for the AP ID label or vice versa, advise them to leave the labels in place. They should not try to remove the labels; their exam can still be processed correctly.

Now I will collect your AP ID label sheet. Leave your label sheet on your desk. While I collect them, read the information on the back cover of the orange

Questions and Documents booklet. Do not open any booklets until you are told to do so. Look up when you have finished. . . .

At this point, collect the AP ID label sheet from every student.

When you've finished collecting AP ID label sheets, say:

Are there any questions? . . .

The total Section II time is 1 hour and 40 minutes. This includes a 15-minute reading period. The reading period is designed to provide you with time to develop thoughtful, well-organized responses. During the reading period you are advised to read Question 1 and plan your answer. If you have time, you may also read Questions 2, 3, and 4. You may begin writing your responses before the reading period is over.

You must answer Question 1, which is the document-based question, and then you'll choose to answer either Question 2, 3, or 4, which are the long essay questions.

The suggested writing time for Question 1 is 45 minutes. After 45 minutes, you will be advised to move on to the next question. Questions 2, 3, and 4 are weighted equally; you won't get extra credit for answering the question that may seem more difficult. Choose the one for which you are best prepared.

You may make notes in the orange booklet, but no credit will be given for any work written in the orange booklet.

You must write your responses in the free-response booklet. You must use a pen with black or dark blue ink. Begin your response to each question at the top of a new page in the free-response booklet. Do not skip lines.

At the top of each page in your free-response booklet, you must fill in the circle that indicates the question number you are answering on that page. If you fill in the wrong circle, cross it out neatly with an X and fill in the correct circle.

If you run out of space, raise your hand.

Once final time is called, stop working immediately.

Are there any questions? . . .

You may now open both booklets and begin the 15-minute reading period.



Note Start Time _____ . Note Stop Time _____ .

After 15 minutes, say:

The reading period is over. You have 1 hour and 25 minutes remaining to complete Section II.



Note Start Time _____ . Note Stop Time _____ .

Make sure students are writing their responses in their free-response booklet, **not** in their orange booklet.

If a student runs out of space and raises their hand, give them extra paper and instruct them to write the following on the top of each sheet they use:

- their AP ID,
- the exam title, and
- the question number they are working on.

They must not write their name.

After 45 minutes, say:

You are advised to move on to the next question. Answer only Question 2, 3, or 4. Do not answer more than one long essay question. Remember to fill in the circle at the top of each page for the question you choose to answer.

After 30 minutes, say:

There are 10 minutes remaining.

After 10 minutes, say:

Stop working and close both booklets. Place them faceup on your desk. Keep your booklets separate; don't put one inside the other.

If any students used extra paper for a question in the free-response section, have those students staple the extra sheet(s) to the first page corresponding to that question in their free-response exam booklets. Complete an Incident Report after the exam and return these free-response booklets with the extra sheets attached in the Incident Report return envelope (see page 270).

Then say:

Remain in your seat, without talking, while the exam materials are collected.

Collect a free-response booklet and an orange booklet from each student. Check for the following:

- Free-response booklet front cover
 - ♦ The student placed the AP Exam label on the shaded box at the top,
 - ♦ Placed an AP ID label on the shaded box at the bottom, and
 - ♦ Completed the "Important Identification Information" area.

Note: If any student placed the labels in the wrong boxes, it's OK. Don't try to remove the labels, because this could damage the booklets or the labels. The student's exam materials can still be processed as long as both labels are on the booklet.

- The student wrote responses in the free-response booklet and not in the orange booklet.
 - ♦ If any students wrote their responses in the orange booklet instead of the free-response booklet, refer to the Administration Incidents table for instructions. (See "Answers written in an orange booklet instead of in the free-response booklet" on page 269.)
- Orange Questions and Documents booklet front cover
 - ♦ The student printed their initials and today's date.

The orange booklets must be returned with the rest of your exam materials. Keep the orange booklets separate from the free-response booklets. Do not place the free-response booklets inside the orange booklets or vice versa.

Then say:

I have three last important reminders:

- 1) You can have one AP score report sent for free. June 20 is the deadline to indicate or change the college, university, or scholarship program that you'd like to receive your free score report. This needs to be done through "My AP."
- 2) Never discuss or share the free-response exam content with anyone unless it's released on the College Board website in about two days.
- 3) Your AP Exam scores for this year will be available online in July.

When all exam materials have been collected and accounted for, return to students any electronic devices you may have collected before the start of the exam.

Then say:

You are now dismissed.

After-Exam Tasks

Return the AP ID label sheets to the AP coordinator so the label sheets can be organized for each upcoming exam administration. Keep in mind that the schedule printed on the label sheet may not reflect recent changes to a student's exam schedule. If you need to confirm a student's exam schedule, reference the AP coordinator's master exam list.

Short Answer Response booklets: Before you leave the testing room, insert all of the Section I, Part B: Short-Answer Response Booklets inside the yellow short-answer response booklet return envelope(s) with the folds of the short-answer response booklets facing in the same direction. Insert no more than 25 booklets in a single envelope. Do not include multiple-choice answer sheets or any other exam materials inside the short-answer booklet return envelope(s). If you use more than one envelope, number the envelopes consecutively (1 of 3, 2 of 3, 3 of 3, etc.).

Do not tape or seal this envelope. Follow the "Packing Cartons" directions in **Part 2** of the *2020-21 AP Coordinator's Manual* for packing the yellow short-answer response booklet return envelope(s) in your return shipment to the AP Program.

Be sure to give the completed seating chart to the AP coordinator. Schools must retain seating charts for at least six months (unless the state or district requires that they be retained for a longer period of time). Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.

NOTE: If you administered exams to students with accommodations, review **Part 2** of the *2020-21 AP Coordinator's Manual* and the *2020-21 AP SSD Guidelines* for information about completing the Nonstandard Administration Report (NAR) form and returning these exams.

The exam proctor should complete the following tasks if asked to do so by the AP coordinator. Otherwise, the AP coordinator must complete these tasks:

- Complete an Incident Report for any students who used extra paper for the free-response section. (Incident Report forms are provided in the coordinator packets sent with the exam shipments.) **These forms must be completed with a No. 2 pencil.** It is best to complete a single Incident Report for multiple students per exam subject, per administration, as long as all required information is provided. Include all exam booklets with extra sheets of paper in an Incident Report return envelope (see page 270).
- Return all exam materials to secure storage until they are shipped back to the AP Program. (See "Storing Exam Materials" in **Part 2** of the *2020-21 AP Coordinator's Manual* for more information about secure storage.)